



**City of Gunnison  
Parks and Recreation Department  
Facility/Events Manager**

**GENERAL STATEMENT OF DUTIES:**

**The incumbent in this position will serve the dual role of the management and operation of the Gunnison Ice Rink Facility during the skating season along with developing special events for the purpose of generating increased sales tax revenue for the City of Gunnison.**

**EXAMPLES OF DUTIES:**

The following duty statements are illustrative of the essential functions of the job and do not include other non essential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time.

Plans, administers, manages, and maintains the day to day operations of the Jorgensen Events Center. The Indoor ice rink opens the first week of October and closes the third week of March.

Works in a team based environment under the direction of the Parks Maintenance Forman who directs a crew of three Park maintenance assistants all sharing the responsibilities for the operation and maintenance of the ice rink facility. The duties include but are not limited to:

- Rink start up and shut down.
- Flooding, painting and layout of hockey rink lines and circles.
- Monitoring all facility mechanical systems including refrigeration plant, HVAC, Carbon monoxide, nitrous oxide, ammonia and fire alarm systems, plumbing and electrical systems.
- Coordinate custodial functions to maintain the highest standard of cleanliness in the Jorgensen skating complex.
  
- In Conjunction with the Parks Foreman: training, supervising and evaluating the performance of temporary concession workers and ice maintenance personnel while providing guidance and feedback concerning work expectations and work procedures.

The Rink Manager will work under the guidance of the Recreation Supervisor to develop the master ice rink schedule. Traveling to scheduling meetings to meet with hockey organizations to develop annual league schedules is required. The establishment of strong ties with the local WEHA Hockey organization is a necessity.

Works closely with staff members to ensure programs and ice time are balanced to meet community expectations

Works in conjunction with Park and Rec staff to develop year- round programming activities at the Gunnison Ice Rink Facility.

Development of new events during the shoulder seasons that attract tourists to Gunnison, stimulating economic development by increasing sales tax revenue.

Provides leadership for existing events that are having difficulties and works to find and train volunteers to assume that role in the future.

Acts as the City's representative to all groups using the facility and designated special events.

Responsible for setting an example of positive customer service and ensuring professionalism in the work place. Anticipates and meets the needs of the community its citizens and guests.

Monitors and analyzes revenue and expense related to facility operation and maintenance and event operation.

Responsible for budget development and tracking expense and revenue for the Ice Rink and Events line items.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree in recreation, business management or related field, preferred, however specialized management and relevant experience may substitute. Experience in a supervisory capacity at an ice facility is desirable. Possession of a valid Colorado driver's license required. Successful applicant will be required to obtain a certified ice technician's certificate within the first year on the job.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Strong organizational skills and the ability to multi- task.

Demonstrated customer service/public relation skills including the ability to resolve/diffuse customer and parent issues and complaints.

Demonstrated computer literacy and experience with word processing, spreadsheet and data file management required.

Supervisory and volunteer coordination skills.

Events management experience.

Knowledge of and ability to perform basic calculations, reconcile and deposit daily receipts.

Ability to schedule multiple games, leagues and tournaments on two ice surfaces.

Experience in ice rink management including operation knowledge of refrigeration systems, HVAC systems, zamboni and other ice rink maintenance equipment will be highly considered.

Strong oral/written communication skills are necessary.

**ENVIRONMENTAL AND PHYSICAL CONDITIONS:**

This position requires continual public interaction and communication including interaction with difficult citizens and customers. The work environment is often out of doors with exposure to extreme cold conditions.

It will be necessary at times to perform physical activities requiring continual walking, standing, and sitting. May be required to perform physical recreational activities such as running, jumping, climbing, crawling, bending, and reaching.

Requires the ability to lift and carry items up to 50 pounds on a frequent basis.

Must have the ability to participate in and respond to routine conversation in person or via telephone, and distinguish telephone, printers, computers, sports buzzers, and other auditory tones.

Must successfully pass the City of Gunnison's required background check.

**SALARY:** Entry Level salary \$48,000 with an excellent benefits package. This is an exempt position.

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